



## **JOB ANNOUNCEMENT**

*Please post and circulate*

### **Program Manager, Civic Engagement ♦ New York Office Full-time / Temporary Position**

#### **The Organization**

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 and is the leading nonprofit organization that facilitates full Latino participation in the American political process, from citizenship to public service. The NALEO Educational Fund carries out this mission by developing and implementing programs that promote the integration of Latino immigrants into American society, providing assistance and training to the nation's Latino elected and appointed officials, and conducting research on issues important to the Latino population.

The NALEO Educational Fund is a 501(c)3 non-profit organization governed by a 15 member Board of Directors and a 25 member Board of Advisors. Both Boards are comprised of members of Congress, state and local elected officials, and corporate leaders from across the country. The NALEO Educational Fund maintains offices in Los Angeles, Washington D.C., Houston and New York, employs approximately 43 full-time staff and has an annual budget of approximately \$6 million.

#### **The Position**

The Program Manager will coordinate and execute a wide array of activities central to the programmatic goals of the Civic Engagement Program of the New York Office. In particular, the Program Manager will provide support and oversee various components of the NALEO Educational Fund's work in the *ya es hora* campaign, as it pertains to naturalization, voter engagement, and most significantly, the 2010 Census, in the Northeast of the country.

Duties may include organizing and leading meetings with local partner organizations; coordinating with local media partners; responding to media requests as instructed (including interviews, both in Spanish and English); preparing timelines and work-plans for project implementation; and general project management.

The position also includes basic office administrative duties, including but not limited to processing outgoing/incoming written communication; composing and editing letters, memoranda, mailings and reports. Applicants must have experience using computers, the internet, and Microsoft Office applications (including Excel). This position reports directly to the New York Director of Civic Engagement. This is a full-time / Temporary salaried position in the range of \$46,000 to \$49,000, commensurate with experience through July 1, 2010.

#### **Qualifications**

- Must be a college graduate; 2+ years of relevant experience preferred
- Good organizational and management skills, and ability to handle multiple tasks, organize and prioritize workload
- Fluency in Spanish required (written and spoken)
- Excellent interpersonal and verbal skills, including the ability to interact with staff, media, elected and appointed officials, corporate/business representatives, community members, and especially the general public/community
- Excellent writing skills and ability to prepare written materials, ranging from press releases to program reports
- Self motivated, with capability of working alone or in a high energy, fast-paced team environment
- Willing to travel, and work extended hours (including weekends) as required
- Preferably a driver, must have a valid driver's license with proof of automobile insurance coverage
- Excellent professional demeanor
- Ability to work respectfully with people of all cultural and socioeconomic backgrounds
- Supportive of the mission and philosophy of the NALEO Educational Fund

#### **PLEASE SEND A LETTER OF INTEREST AND RESUME TO:**

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